

## CHAPTER 3

## JOB-GRADING METHODS

A. OCCUPATIONAL CATEGORIES

1. Crafts and Trades. Details of the job-grading system for NAF CT positions (NA, NL, and NS) are contained in subchapter S6 of FPM Supplement 532-2 reference (c). Criteria for assigning grade levels to these positions are provided by the OPM job-grading standards contained in FPM Supplement 512-1 (reference (f).) Supplementary job-grading guides for those NAF CT occupations not covered by OPM standards are developed and published by the DoD NAF Pay Administration, Standards, and Appeals Division, Office of NAF Personnel Policy.

2. Universal Annual. Positions in the UA category are classified by application of OPM job-grading standards for General Schedule and supplemental DoD NAF job-grading guides.

3. Administrative Support and Patron Services. DoD NAF job-grading standards provide grade-level criteria for AS and PS positions.

B. MIXED JOBS

1. A mixed job involves performance of duties in two or more occupations at the same or different grade levels on a regular and recurring basis. A mixed job shall be graded in keeping with the duties that involve the highest skill and qualification requirements of the job.

2. If a job involves regular and recurring duties at the same level in two or more occupational areas, the job shall be classified in the series reflecting the paramount qualification requirement.

3. Duties performed only in the absence of another employee due to annual or sick leave, to meet emergency work loads, or for training purposes shall not be considered as regular and recurring duties when grading mixed jobs.

C. KEY-RANKING JOBS. These jobs reflect the kinds of AS, PS, and NA positions commonly found in NAF activities. They serve as peg points for determining grade levels within categories of positions.

1. Nonsupervisory Positions (Crafts and Trades). The key-ranking jobs for NAF employees subject to P.L. 92-392 may be found in subchapter S6, paragraph 3, of FPM Supplement 532-2 (reference (c)) with the key-ranking jobs described in Appendix 1 of the same publication.

2. Administrative Support

<u>Key Ranking Job Title</u>	<u>Grade</u>
File Clerk	AS-1
Coding Clerk	AS-2
Cashier	AS-3
Clerk-Typist	AS-3
General Clerk	AS-3
Cashier	AS-4
Clerk Stenographer	AS-4
Keypunch Operator	AS-4
Personnel Clerk	AS-4
Accounting Clerk	AS-5
Cashier	AS-5
Photo Lab Technician	AS-5
Clerk Stenographer	AS-5
Procurement Clerk	AS-5
Data Control Clerk	AS-5
Payroll Clerk	AS-5
Secretary	AS-6
Purchasing Agent	AS-7
Secretary	AS-7

3. Patron Services

<u>Key-Ranking Job Title</u>	<u>Grade</u>
Personal Services Clerk	
Sales Clerk	
Usher	
Cashier-Checker	
Personal Services Clerk	
Recreation Aid	
Ticket Seller	
Child Care Attendant	
Sales Clerk	
Desk Clerk	
Security Guard	
Customer Services Clerk	
Sales Clerk	
Visual Merchandiser	
Mobile Sales Clerk	
Customer Services Clerk	
Visual Merchandiser	

4. AS and PS job-grading standards and guides covering the key ranking jobs listed above are contained in Chapter 4 of this manual.

D. SALES VOLUME INFLATION AND DEFLATION FACTORS

1. DoD NAF policy prescribes the use of an inflation factor when evaluating positions whose grades are based solely or in part on the dollar volume of the activity or activities for which they are responsible. The

inflation factor concept provides a method for reducing volume figures (or increasing volume standard sales brackets) in proportion to increases in the Consumer Price Index (CPI) to offset the effects of inflation, that is, grade increases **due** solely to price increases. Since its inception in 1973, the basis for the inflation factor has been the annual average of the "all items" CPI. The factor is recomputed annually.

2. At present, the CPI (all items) reflects abnormal variations in the costs of commodities and services that lessens the validity of a single index figure. In addition, efforts to minimize the effects of inflation on the service member has resulted in holding the line on prices in some cases and increasing prices at considerably less than the private industry rate in others.

3. In some service or commodity areas, it is possible to measure the increase for the year by the prices charged the customer; or there are available measures of the financial inflation factor more directly applicable to that specific service or commodity in reviewing the grade of the position. When these evaluation factors are available and provide a better standard for measuring inflation, DoD Components may use them in place of the CPI. When used, the criteria and actual adjustment factors shall be documented with the basis and rationale for use and forwarded through designated channels to the office of DoD NAF Personnel Policy.

#### E. USE OF OPM POSITION CLASSIFICATION AND JOB-GRADING STANDARDS

1. Application of OPM position classification and job-grading standards is appropriate in classifying DoD NAF UA and CT positions. When new or revised OPM standards are released, each activity shall review affected positions and take any action indicated by such review.

2. Position descriptions requiring cross reference to published Factor Evaluation System (FES) position classification standards for series and grade determination shall contain necessary information to relate to the FES factors used. If the existing position description lacks necessary information, the description shall be amended to provide coverage.

3. New or revised OPM standards for grade levels at GS-5 and below shall be reviewed against existing DoD NAF AS and PS classification standards by the DoD Pay Administration, Standards, and Appeals Division, Office of NAF Personnel Policy, and any adjustments or changes to NAF standards will be promulgated DoD-wide by that office.

4. Similar review and action will be appropriate on new or revised OPM job-grading standards for crafts, trades, and laboring occupations (CT). Newly developed OPM job-grading standards shall supersede DoD NAF CT job-grading guides, wherever applicable, and revised OPM job-grading standards shall be applied to existing jobs within 6 months after receipt to determine if any changes are warranted.

#### F. JOBS FOR WHICH NO DIRECTLY APPLICABLE STANDARD EXISTS

When no directly applicable job-grading standard exists, a position may be graded by the application of related standards. However,

positions classifiable at AS or PS 1-7 levels must be graded by reference to DoD NAF standards only. When a related standard is used, a copy of the position description and rationale for the classification action shall be forwarded by the local classification office, through command channels, to the office of DoD NAF Personnel Policy for review. On subsequent occasions, when DoD NAF and/or OPM standards are used in the same combination by that DoD Component, such a submission is not required.

G. SUMMARY OF NONAPPROPRIATED FUND JOB-GRADING CONCEPTS AND WAGE-SETTING PROCEDURES

1. Job-Grading

<u>OCCUPATION</u>	<u>NAF CATEGORY</u>	
Professional Managerial Executive Technical	UA	UA grades 5-18 for two-grade interval series. Direct application of OPM position classification standards supplemented by DoD guides.
Clerical	AS	DoD job-grading standards for seven AS grade levels. OPM position classification standards for one-grade interval series applied for jobs evaluated at grade UA-6 or above and placed in the UA category.
Trades Crafts Laboring	CT	Direct application of OPM job-grading standards, supplemented by DoD job-grading guides.
Retail Sales Patron Services	Ps	DoD job-grading standards for seven PS grade levels. OPM standards for one-grade interval series applied at grade UA-6 and above, and jobs placed in the UA category.
Tipped and Commission Employees	CT	Direct application of OPM job-grading standards for base level of job supplemented by DoD job-grading guides.

2. Wage-Setting

<u>OCCUPATION</u>	<u>APPROPRIATED FUND</u>	<u>CONUS NONAPPROPRIATED FUNDS</u>
Professional Managerial Executive Technical	General Schedule nationwide rates set by the President with congressional authority	UA schedule nationwide rates based on General Schedule

to **override** the President in the case of an alternate plan

Clerical	General Schedule nationwide rates	Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments.
Trades Crafts Laboring	Local wage survey of private <b>manufacturing; transportation, public utility, and wholesale trade industries</b>	Local wage survey of private retail, wholesale, recreation, and service establishments.
Retail Sales Patron Services	General Schedule nationwide rates	Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments
Tipped and " Commission Employees	None	Tip offset or commission predetermined locally in conformance with Fair Labor Standards Act, OPM, and DoD policies. Base rate from local wage schedule used for annual and sick leave purposes (Tipped and commission employee policy is in a "set aside" status pending review by the Federal Prevailing Rate Advisory Committee.)